

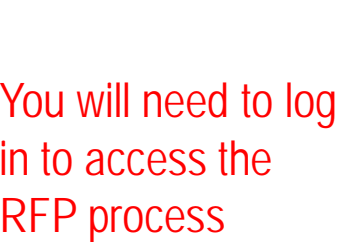
ITES -2S
it-emarket
Request for Proposal (RFP)
Tutorial

Introduction

- This briefing will introduce the RFP process to ITES-2S customers.

- You will learn:
 - How a customer submits an RFP
 - How a vendor views and responds to an RFP
 - How a customer views vendors' responses
 - How customers and vendors can submit amendments to RFPs

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How to Use the *it e-mart*

The screenshot shows the Army CHES E-Mart website. The browser address bar displays `https://ches.army.mil/ascp/commerce/index.jsp?_requestid=69083`. The website header includes the CHES logo, a toll-free number (1 (888) 232-4405), and navigation tabs for Notebooks, Desktops, Servers, Printers, and Services. A search bar is located below the header. The main content area is divided into several sections:

- Browse**: A list of links including Entire Catalog, No Cost Software, Request Quote/Proposal (circled), Consolidated Buy, Microsoft Licenses, Enterprise Agreements, Waivers, Contracts and Contracting, Army IT Conference, and Information Assurance APL.
- Welcome To the Computer Hardware, Enterprise Software and Solutions IT E-Mart**: A central banner with text about being the Army's "Primary Source" and a link to "more about CHES".
- Hot Items**: A section featuring a "2009 LandWarner" graphic and a "USAREUR" graphic.
- Microsoft**: A section featuring a "License Request" graphic.
- My Cart**: A section showing 0 items, a total of \$0.00, and an "Activate" button.
- My Account**: A section with a "Profile" link and a list of links including RFQ's/RFP's, Responded RFQ:0, Overdue RFQ:0 (circled), Responded RFP:21, Overdue RFP:4, Shopping Carts, Waivers, MS Licenses, Order Manager, and RFQs/RFPs Admin View.

Annotations include a red circle around the "Request Quote/Proposal" link in the Browse section and a red circle around the "Responded RFQ:0" link in the My Account section. A red arrow points from the "Request Quote/Proposal" link to the "Responded RFQ:0" link. A red text box on the right side of the page contains the text: "From the home page, click on either of these links to start creating your RFP."

How to Use the *it e-mart*



Choose the second radio button to bring up the screen to submit your RFP.

Then click on the button, "Create a New Request"

How a Customer Submits an RFP

Computer Hardware, Enterprise Software and Solutions it e mart - RFP - Windows Internet Explorer

https://ches.army.mil/acsp/commerce/flag/createRfp.ppt_DARG2=/acsp/commerce/flag/createRfp.ppt

File Edit View Favorites Tools Help

Computer Hardware, Enterprise Software and Soluio...

Prospective Vendor RFPs

Recipients:

Main Category* IT Services

Sub Category* Network Support

Select Contract (s)* Select All Deselect All

Select Contracts to add to Submission List. Select either One contract (Sole Source) or select all contracts at once.

WS1QUZ-06-D-0019 (ITES-25)-DOOZ ALLEN HA
WS1QUZ-06-D-0020 (ITES-25)-CACT ISS, INC.
WS1QUZ-06-D-0018 (ITES-25)-CSC
WS1QUZ-06-D-0016 (ITES-25)-SCIENCE APPLI
WS1QUZ-06-D-0013 (ITES-25)-IDS
WS1QUZ-06-D-0011 (ITES-25)-QSS GROUP, IN
WS1QUZ-06-D-0012 (ITES-25)-GENERAL DYNAM
WS1QUZ-07-D-0002 (ITES-25)-PRAGMATICS, I
WS1QUZ-06-D-0010 (ITES-25)-IBM
WS1QUZ-06-D-0017 (ITES-25)-LOCKHEED MAR
WS1QUZ-07-D-0001 (ITES-25)-HARRIS IT SERV
WS1QUZ-07-D-0004 (ITES-25)-ACI INFORMATI
WS1QUZ-07-D-0005 (ITES-25)-NORTHROP GEL

Proposal Details:

Proposal Name*

Default Due date* 05/28/2009

Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) and DFARS 216.505-70

The default due date is ten calendar days from the date you submit your RFP; you may change this to suit individual needs.

How a Customer Submits an RFP

Enter information
about the RFP.
Please be sure to
provide proposal
delivery
instructions
(e.g. email, hardcopy)
in your RFP
posting.

The "Estimated Dollar
Value" is only viewable
by the customer and
CHESS. No vendors
see this!

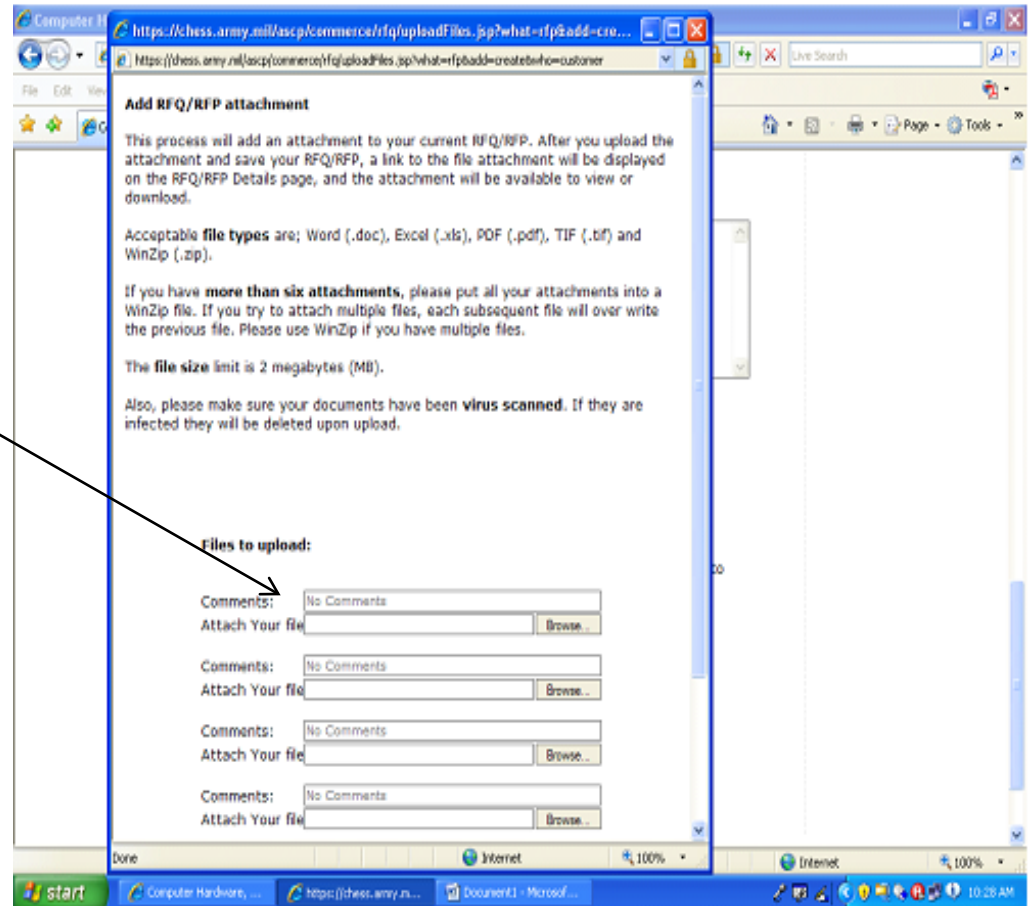
The screenshot shows a web browser window titled "Computer Hardware, Enterprise Software and Solutions it e mart - RFP - Windows Internet Explorer". The address bar shows the URL: https://ches.army.mil/escp/commerce/rla/createRfp.do?_DARG5=/escp/commerce/rla/createRfp.do. The page displays a "Proposal Details:" form. The "Proposal Name" field contains "Vendor from marian - Test 1". The "Default Due date" is set to "05/28/2009". The "Proposal" field is a large text area containing the text "This is a test of an RFP submission". Below this field, it says "Characters left: 2965". The "Estimated Dollar Value (Including Options)*\$" field contains "\$0.00". A note next to this field states: "This field is only viewed by CHES. It is NOT submitted to the Vendor." At the bottom, there is a section for "Add optional file".

How a Customer Submits an RFP

You may attach up to six files of 5MB each.

(The system accommodates
Word, Excel, PDF, TIF and WinZip files.)

Put a specific title that relates to your RFP in
the comment section of the upload window.
This helps vendors track each attachment
easily.



How a Customer Submits an RFP

The screenshot shows a web browser window titled "Computer Hardware, Enterprise Software and Solutions it e-mart - RFP - Windows Internet Explorer". The address bar shows the URL: https://chesse.army.mil/asp/commence/rfq/createRfp_stage2_ppT_requestId=14448. The page content includes a left sidebar with links: "Government Employee Purchase Program", "Army/DoD Standards, Policies", "SW Inventory", and "Prospective Vendor FAQs". The main content area is titled "Required Field" and "Go Back To Previous Page". It contains two sections: "Enter Contact Information" and "Enter Details about your proposal Request". The "Enter Contact Information" section has fields for "Submitting POC:" (Marian K, 732-427, marian.keitelman@us.army.mil, ARMY), "First Name" (marian), "Last Name" (keitelman), "Phone" (732-427-6792), "Email" (marian.keitelman@us.army.mil), and "Organization" (CHESSE). The "Enter Details about your proposal Request" section has three questions with radio button options: "Is this a performance based task order?" (Yes/No), "Is this a new Requirement?" (Yes/No), and "Is this Task Order in compliance with the Clinger-Cohen Act?" (Yes/No). A right sidebar contains links: "Waivers", "MS Licenses", "Order Manager", and "RFPs Admin". The Windows taskbar at the bottom shows the start button, open applications, and the system clock at 10:33 AM.

Submit contact information about end user. This information is maintained by CHESSE, but not shared with vendors.

Answer basic contracting questions regarding this requirement.

Finishing the RFP Submission

When you have finished,
your screen will look
something like this, with
notices sent to all 16
prime vendors.

Computer Hardware, Enterprise Software and Solutions it e-mart - RFP - Windows Internet Explorer

https://chess.army.mil/ascp/commerce/rfq/rfpSuccess.jsp?_requestid=14552

File Edit View Favorites Tools Help

Computer Hardware, Enterprise Software and Solutions

- Enterprise Agreements
- Waivers
- Contracts and Contracting
- Army IT Conference
- Information Assurance APL

More

- Government Employee Purchase Program
- Army/DoD Standards, Policies
- SW Inventory
- Prospective Vendor FAQs

Proposal Id	Proposal Name	Contract
RFP-1400033-100028-100014-1400017	Vendor from marian - Test 1	W91QUZ-06-D-0014(ITES-2S)-APPTIS, INC.
RFP-1400033-100028-100042-1400018	Vendor from marian - Test 1	W91QUZ-07-D-0003(ITES-2S)-BAE
RFP-1400033-100028-100043-1400019	Vendor from marian - Test 1	W91QUZ-06-D-0015(ITES-2S)-STG, INC.
RFP-1400033-100028-100044-1400020	Vendor from marian - Test 1	W91QUZ-06-D-0019(ITES-2S)-BOOZ ALLEN HAMILTON, INC.
RFP-1400033-100028-100045-1400021	Vendor from marian - Test 1	W91QUZ-06-D-0020(ITES-2S)-CACI ISS, INC.
RFP-1400033-100028-100027-1400022	Vendor from marian - Test 1	W91QUZ-06-D-0018(ITES-2S)-CSC
RFP-1400033-100028-100046-1400023	Vendor from marian - Test 1	W91QUZ-06-D-0016(ITES-2S)-SCIENCE APPLICATIONS INTERNATIONAL CORPORATION
RFP-1400033-100028-100033-1400024	Vendor from marian - Test 1	W91QUZ-06-D-0013(ITES-2S)-EDS
RFP-1400033-100028-100024-	Vendor from marian - Test 1	W91QUZ-06-D-0011(ITES-2S)-QSS GROUP, INC.

My Account

- Profile
- RFQ's/RFP's
 - Responded RFQ:0
 - Overdue RFQ:0
- Responded RFP:0
- Overdue RFP:0
- Shopping Carts
- Waivers
- MS Licenses
- Order Manager
- RFQs/RFPs Admin View

start Computer Hardware, ... Document1 - Microsof... Internet 100% 10:35 AM

Amending an RFP

The *Amendment* feature is new.

It allows you to:

- *Update an RFP at any time in the process*
- *Clarify the details of a requirement*
- *Notify vendors of updates or new deadlines*

Vendors and customers may both submit amendments

Amending an RFP

Click on the link to your
proposal details page.
Look for the "add
amendment" button on
the bottom of that
page.

Computer Hardware, Enterprise Software and Solutions RFP - windows internet explorer

https://ches.army.mil/ascp/commerce/rfq/viewRFPDetails.jsp?viewed=true&rfpId=800011&frm=customer&requestic...

Live Search

Per email from James Hammond, contracting officer, the due date on this RFP has been amended to 17 June, 2009, NLT 2 p.m. EST.

Customer Information

No Attachments by Vendor.

Tracking

Request Status Information:

	Expected Date	Actual Date
Vendor Acknowledgement	2009-05-13	2009-05-28
Vendor Response	2009-06-17	N/A

Amend RFP **Amendment History**

Back To RFP Manager

start Computer Hardware... Inbox - Microsoft O... Microsoft PowerPoi... Keitelman, Marian S ... 2:27 PM

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Choose the vendors to receive your update. **Select all** if your RFP was initially sent to all vendors.

Amending Your RFP

This allows you to edit fields,
or attach new files.

Computer Hardware, Enterprise Software and Solutions it e-mart - RFP - Windows Internet Explorer

https://chess.army.mil/ascp/commerce/rfq/rfpAmendmentsCust.jsp?rfpID=1800008

File Edit View Favorites Tools Help

Computer Hardware, Enterprise Software and Solutions

Enterprise Agreements
Waivers
Contracts and Contracting
Army IT Conference
Information Assurance APL

More

Government Employee Purchase Program
Army/DoD Standards, Policies
SW Inventory
Prospective Vendor FAQs

Editable Fields

Due Date: 06/01/2009

Proposal
Enter the details of your request. Be as specific as you can and include make, model, manufacturer, part number & quantities, etc. This will assist the vendor in giving you the proper quote. NOTE: You are limited to 4000 characters. If you need more space, use the file attachment feature below.

Estimated Dollar Value: \$30,000,000.00 This field is only viewed by CHES. It is NOT submitted to the Vendor.

Attachments: Add Attachment

Amend RFP
Back To RFP Manager

My Account

Profile
RFQ's/RFP's
Responded RFQ:0
Overdue RFQ:0
Responded RFP:16
Overdue RFP:6
Shopping Carts
Waivers
MS Licenses
Order Manager
RFQs/RFPs Admin View

start 2 Microsoft Office... Tutorial Materials Microsoft PowerPo... Computer Hardwa... 2:48 PM

Email to Vendor(s)

Each vendor receives an email, which looks similar to this one, alerting them of your RFP:

CHESS IT E-Mart Request For Proposal

The CHESS it e-mart has brought you a potential customer! By accessing the RFP, you are acknowledging receipt of the proposal.

Please coordinate with the customer concerning the following pending proposal on the CHESS it e-mart site by visiting your RFP Manager at:

<https://chess.army.mil/ascp/commerce/rfq/rfqManager.jsp>

Please keep in mind that CHESS customers are awaiting your response to their RFP proposals, and your timeliness in addressing their RFP proposals is greatly appreciated.

Thank you for using the CHESS it e-mart system!

Please feel free to contact CHESS at: (888) 232-4405 if you have any questions.

Vendor View/Response

Computer Hardware, Enterprise Software and Solutions it e-mart - RFP Manager Vendor - Windows Internet Explorer

https://chess.army.mil/ascp/commerce/rfq/rfpManager_vendor.jsp

File Edit View Favorites Tools Help

Computer Hardware, Enterprise Software and Solutions

Information Assurance APL

More

- ▶ [Government Employee Purchase Program](#)
- ▶ [Army/DoD Standards, Policies](#)
- ▶ [SW Inventory](#)
- ▶ [Prospective Vendor FAQs](#)

RFPs From Customers

1 2 3 >>

Request Id: [RFP-1400033-100028-100045-1400021](#)

Program / Vendor / Contract: [Redacted]

Date Created: 2009-05-13

Expire Date: 2009-06-25

Due Date: 2009-05-28

Request Name: Vendor from marian - Test 1

Acknowledgement/Response: No/No

Response Quote: n/a

Total Amendments: 0

Request Id: [RFP-1400017-100028-100045-1400005](#)

Program / Vendor / Contract: [Redacted]

Date Created: 2009-05-13

Expire Date: 2009-06-25

Due Date: 2009-05-20

Request Name: W91QVN-09-R-0158-0002, Amendment #2

Acknowledgement/Response: Yes/No

Response Quote: n/a

Total Amendments: 0

Request Id: [RFP-1300017-100028-100045-1300005](#)

Program / Vendor / Contract: [Redacted]

Request Name: Service contract for APC Symmetra PX 20kW UPS

Acknowledgement/Response: [Redacted]

https://chess.army.mil/ascp/commerce/empPurchase/govtEmpPurchase.jsp

start Computer Hardware, ... Document1 - Microsof...

Internet 100%

10:46 AM

Once vendors log in, they will see a screen that looks similar to this, with links to the RFPs that customers have posted.

A Vendor Responds to an RFP

A vendor uses an online form to submit a response, (bid or "no bid"), but will submit proposal documents directly to customers.

The screenshot shows a web browser window titled "Computer Hardware, Enterprise Software and Solutions it e-mart - - Windows Internet Explorer". The address bar shows the URL: https://chess.army.mil/ascp/commerce/rfq/responseToProposal.jsp?_requestid=15698. The browser window displays the "Response to a Proposal" form.

The form is titled "Response to a Proposal" and includes the following sections:

- Browse**
 - Entire Catalog
 - No Cost Software
 - Request Quote/Proposal
 - Consolidated Buy
 - Microsoft Licenses
 - Enterprise Agreements
 - Waivers
 - Contracts and Contracting
 - Army IT Conference
 - Information Assurance APL
- More**
 - Government Employee Purchase Program
 - Army/DoD Standards, Policies
 - SW Inventory
 - Prospective Vendor FAQs
- My Account**
 - Profile
 - RFQ's/RFP's
 - New RFQ:30
 - Overdue RFQ:0
 -
 - New RFP:13
 - Overdue RFP:1
 - Order Manager

The main form area contains the following fields and controls:

- No Bid**: A checkbox.
- Reference Number**: A text box containing "NONE".
- Proposal Response and Comments***: A large text area with a "Characters left: 4000" indicator.
- Attach files**: A button labeled "Add Attachment".
- Quote Grand Total (If applicable)**: A text box containing "\$0.00".
- Contact Information***: A text area.

The Windows taskbar at the bottom shows the Start button, several open applications (Computer Hardware, Document1 - Microsoft), and the system clock indicating 11:02 AM on May 13, 2009.

Response to Customers

When a vendor responds, customers receive an email alerting them to this update. It looks something like this:

From: no_reply@chess.army.mil [mailto:no_reply@chess.army.mil]
Sent: Wednesday, May 27, 200X 12:06 PM
To: Smith, John CTR USA
Subject: CHESS IT E-Mart Request For Proposal

Your Request For Proposal has received a response on the CHESS it e-mart system. You can view the vendors response in the RFP manager at the following address:

<https://chess.army.mil/ascp/commerce/rfq/rfqManager.jsp>.

Thank you for using the CHESS it e-mart system! Please feel free to contact CHESS at (888)232-4405 if you have any questions.

A Customer Reviews Bids

As responses come in from vendors, the lower area in this tab box begins to populate with their responses.

Computer Hardware, Enterprise Software and Solutions e-mart - RFP Manager Customer - Windows Internet Explorer

https://chess.army.mil/ascp/commerce/rfq/rfpManager_customer.jsp

File Edit View Favorites Tools Help

Job market damage remains ... Computer Hardware, Ent...

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Toll free: 1 (888) 232-4405

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Search [] Product Catalog Search (Advanced Search) Logout | Contact Us | Feedback | Help | Site Map

Welcome, Pam Ore!

Browse

- Entire Catalog
- No Cost Software
- Request Quote/Proposal
- Consolidated Buy
- Microsoft Licenses
- Software Enterprise Agreements
- Waivers
- Contracts and Contracting
- Army IT Conference
- Information Assurance APL

More

- Government Employee Purchase Program
- Army/DoD Standards, Policies
- SW Inventory
- Prospective Vendor FAQs

Request For Quote/Request For Proposal

Request For Quote/Request For Proposal

Use the Request Manager to track the status of your requests below. To view the details of a request, click on the "Request Id" link. To delete one or more requests, check the box to the left of the request and then click on the "Delete Selected Requests" button at the bottom of the page. To create a new request, use the "Create New Request" button.

There are two different types of requests, "Request for Quotes" (or RFQs) and "Request for Proposals" (or RFPs). Click on the appropriate tab to display a list of the RFQs or RFPs.

Create New Request

RFQs RFPs

My Cart

0 items
Total: \$0.00
Pam's Cart o...
Activate

My Account

Profile

RFQ's/RFP's

Responded RFQ:0
Overdue RFQ:0

Responded RFP:21
Overdue RFP:4

Shopping Carts

Waivers

MS Licenses

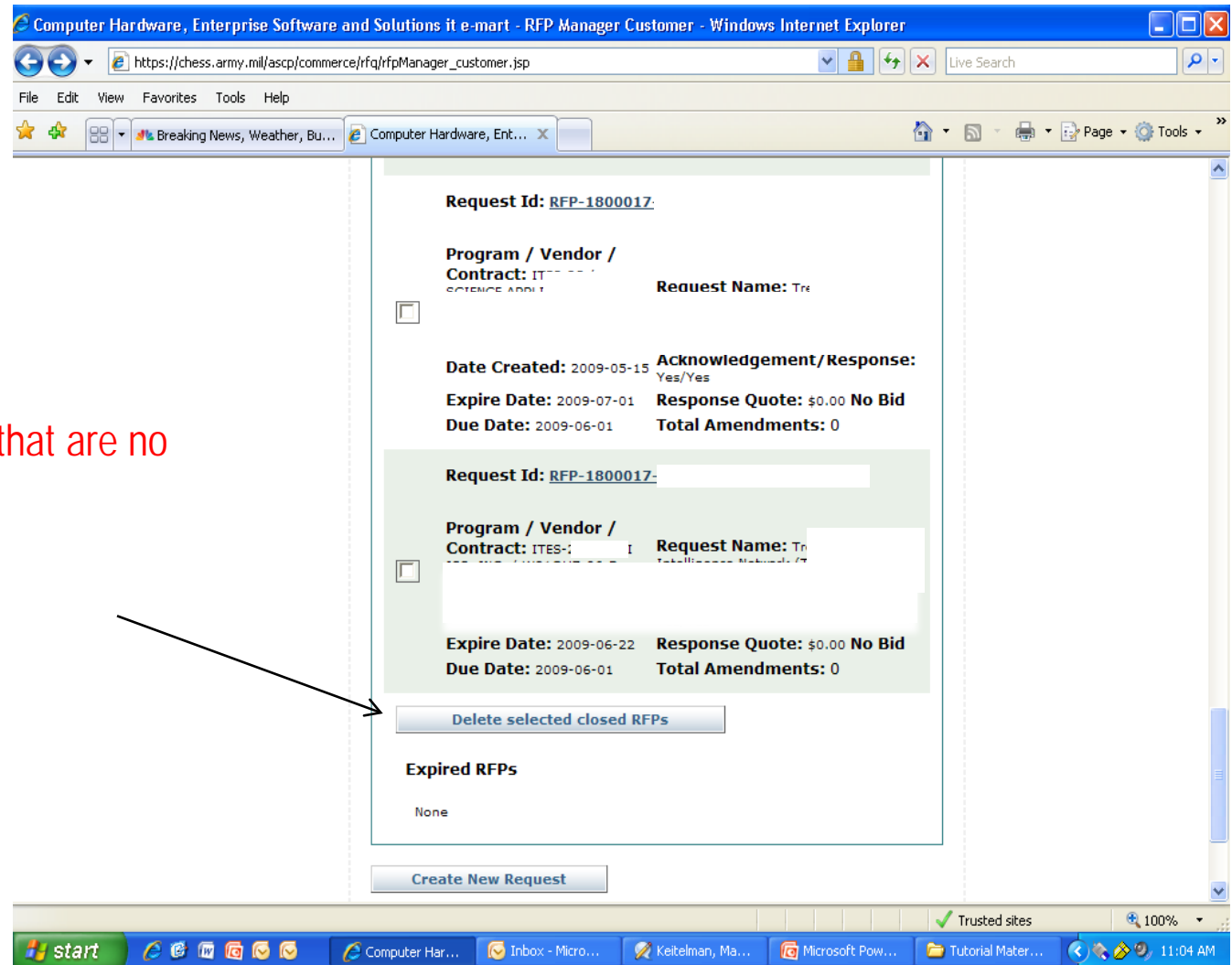
Order Manager

RFQs/RFPs Admin View

start Computer Har... Inbox - Micro... Keitelman, Ma... Microsoft Pow... Tutorial Mater... 10:51 AM

A Customer Reviews Bids

Customers may delete RFP's that are no longer of interest.



Questions



For information about using *it e-mart*,
contact the help desk toll free:

1 (888) 232-4405

For information about ITES-2S contracts and
vendors, contact

Marian Keitelman

Product Leader

Comm: 732-427-6792

DSN: 987-6792

email: marian.keitelman@us.army.mil